



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-EO (690-600)

04 MAR 2005

MEMORANDUM FOR HUMAN RESOURCES OFFICERS OF ALL STATES, PUERTO RICO, THE US VIRGIN ISLANDS, GUAM, AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: Reporting Requirements for the Equal Employment Opportunity/Equal Opportunity (EEO/EO) Programs

1. The following is a summary of all EEO/EO reports due to the Office of Equal Opportunity and Civil Rights for each period identified or as specified:

a. Report Name: (Technician) EEO Discrimination Complaints Report EEOC Form 462

(1) Due: 15 Aug at NGB (Annually)

(2) Reference: EEOC MD-110

(3) STATE POC: State Equal Employment Manager (SEEM)

(4) NGB POC: J. Page Evelsizer, Chief, Complaints Adjudication Branch, DSN 327-0788

b. Report Name: EEO Annual Affirmative Employment Report

(1) Due: 15 Jan at NGB/EEOC Headquarters (Annually)

(2) Reference: EEOC MD-715

(3) STATE POC: State Equal Employment Manager (SEEM)

(4) NGB POC: Ms. Phyllis Brantley, SEP/AEP Manager, DSN 327-0782

c. Report Name: Military ARNG Equal Opportunity Affirmative Action Plan

(1) Due: 15 Dec every 5 yrs.

(a) 15 Mar at NGB (5 yr cycle)

(b) NGB to OSD 15 Mar

(2) References: NGR (AR) 600-21, DOD Directive 1350.2

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SUBJECT: Reporting Requirement for Technicians And Military Equal Employment Opportunity Affirmative Active Plan

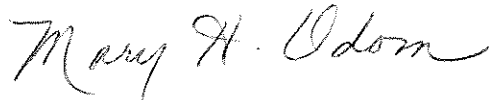
- (3) STATE POC: HREO Officer
- (4) NGB POC: Maj Edwin Perez, ARNG EO Program Manager, DSN 327-1704
- d. Report Name: Military ARNG Annual Narrative and Statistical Report on EO
 - (1) Due: 15 Dec at NGB Annually
 - (2) Reference: NGR (AR) 600-21
 - (3) STATE POC: HREO Officer
 - (4) NGB POC: Maj Edwin Perez, ARNG, EO Program Manager, DSN 327-1704
- e. Report Name: Annual Sexual Harassment Training Report
 - (1) Due: 15 May at NGB Annually
 - (2) References: CNGB Policy, NGR 600-21, ANGI 36-7, DOD 1440.1
 - (3) STATE POC: SEEM
 - (4) NGB POC: Ms. Mary Odom, Deputy Director/EEO Manager, DSN 327-0779
- f. Report Name: Military ANG Affirmative Action Plan Report
 - (1) 30 Nov at NGB (Annually)
 - (2) References: ANGR 35-29, DOD Directive 1350.2
 - (3) STATE POC: Chief, Military Equal Opportunity
 - (4) NGB POC: Lt Col Pamela Hayes, ANG MEO Program Manager, DSN 327-1702
- g. Report Name: Military Equal Opportunity Annual Report
 - (1) 15 Jan at NGB (Annually)
 - (2) Reference: ANGI 36-7
 - (3) State POC: Chief, Military Equal Opportunity
 - (4) NGB POC: Lt Col Pamela Hayes, ANG MEO Program Manager, DSN 327-1702

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Opportunity Affirmative Active Plan

2. Every reasonable effort should be made to ensure that all reports are timely, accurate, and in accordance with regulations. State POCs are encouraged to contact respective NGB POCs for guidance, additional information and /or clarification when needed.
3. This memorandum will expire one year from the date of distribution unless superseded or rescinded.

FOR THE CHIEF, NATIONAL GUARD BUREAU:



MARY H. ODOM
Civilian Deputy Director, Office of Equal
Opportunity and Civil Rights
National Guard Bureau

CF:
HREOs
HROs
MEOs